

From: ODBR

Sent: March 27, 2023

Re: ODBR MLS Cutover to Matrix Email #12 – FAQs and Updated Training

FAQs

Here are some of the most common questions so far regarding Matrix. Have more questions? Contact staff at ODBR or attend one of the Zoom Drop-in sessions we continue to have as long as there are attendees. See below for times.

1. **Adjust the Map Coordinates on a Listing –**

When in add/edit to add a new listing or editing a listing that came over from Rapattoni, please be sure to check the map to make sure the listing is mapping as it should. Not only does this affect how the agents see it and clients that get listings emailed but it also affects searching when someone searches by map. [Watch how to set map coordinates and the Google Street View \(if applicable\)](#) (2:45).

2. **Configuring Market Watch & Hot Sheet for Market Area –**

Many have asked how to not see all the listings in the whole MLS in the **Market Watch** and/or **Hot Sheet** on the Matrix Home Page. In either case, click on **Customize** down below in that widget to narrow the criteria (ex. by county) instead of defaulting to all listings in the NYS database. We recommend NOT choosing Otsego-Delaware as your sub board as you will want to know if any other agents in our system have a listing in your area. Watch [Configuring Market Watch & Hot Sheet for Market Area](#) (4:00).

3. **How to Search Realist or Public Records to Find the Lot Size Dimensions -**

If you need to figure out what the lot dimensions are prior to adding or editing a listing, there is an easy way to do this right in Matrix. Just search Public Records for the address and then take a look at the Parcel Map tab. The second map shows the lot dimensions. [Watch how to find Lot Dimensions](#) (3:19).

4. **What others are asking... Do we need a mobile app?**

Good News - No app is needed to access Matrix directly (but we have a good one to try- see below) As you know by now, use the browser on your phone/tablet (ex. Safari or Chrome) and go to <http://portal.mynysmls.com> to get to the portal. Before logging in, save the portal login page to your mobile home screen to be able to easily find it when needed. (See email from 3/3/23 to learn how).

Our Mobile app for accessing our new MLS is called MLS Touch!

Download the app now from the App Store or Play Store. Once downloaded, tap to open, select **New York** as your state and **NYS Alliance of MLSs** as your board, then simply use your Matrix login to access the app! As a bonus, you can email and text listings right from the app.



5. **OneHome® Agent Branding from MLS Touch® App**

Agents using the MLS-Touch mobile app and its popular agent branding feature (**Brand & Share**) will see their branding extended to OneHome (what your client sees when you email listings from Matrix). Set brand details once, and it propagates to MLS-Touch's agent-branded app and *to OneHome as well!*

This powerful feature allows agents to customize the homebuyer experience in OneHome, prominently displaying their logo and brand colors throughout.

Resources:

- [OneHome Agent Branding Flyer](#)
- [OneHome Agent Branding How-to Video](#) (3:05)
- [MLS-Touch Help Center](#)

Ready for More Training?

Join us for Zoom training on some of our new tools over the next few weeks. Each session will be about an hour, allowing some time for Q&A and will be recorded and posted. These sessions will be on Wednesdays from 10-11am and we will use the same link below for all sessions! Also, we are still offering drop-in sessions on Mondays and Fridays using the same link and time from 9-10am.

Wednesday Series for This Week and Next

- 3/29 **Contacts/Saved Searches/Auto-Emails** – We will not only talk about how to work with your content that came over from Rapattoni, but also how to get started with new contacts, saved searches and or auto-emails. If you had auto-prospects in Rapattoni, they will need to be individually enabled in Matrix.
- 4/5 **Realist/Public Records Search** - Learn how to import public record data into your listing and search public records using both Matrix and Realist including “walking the block”, parcel, flood maps and other layers, exporting and labels. Instructor Bill Roesser from CoreLogic.

All sessions will use the same link below:

[Join Zoom Meeting](#) or copy and paste link below into your browser

<https://us06web.zoom.us/j/89601883446?pwd=akJvTEVGU1lYSjF3VG13eWtoWDZRZz09>

Meeting ID: 896 0188 3446

Passcode: 522335

One tap mobile +16468769923,,89601883446#,,,,*522335# US (New York)

Other options...

1. **Recorded Zoom Training:** Watch the [Recorded ODBR Zoom Cutover Training](#) (2 hours)
2. **Tips/Tricks:** View/Print the [Training Handout](#) from the on-site classes last week (20 pages)
3. **Help Guide:** View/Print the [Converting to Matrix Help Guide](#) (19 pages)
4. Check the [MLS Tools and Tips](#) page in the new member portal for TONS of pdfs and videos to learn more.

Matrix Conversion Emails so far in case you missed something:

Visit the **MLS Tools/Tips** page on our member portal if you missed something or click here <https://www.grar.org/odbr-matrix-tips/> Please let us know if you have any questions.

Otsego-Delaware MLS

607-432-4331

odbr-mls@stny.rr.com